

ACS VOLUNTEER JOB DESCRIPTION

PROGRAM: Relocation Readiness

POSITION/TITLE: New Spouse Orientation Assistant

FIRST LINE SUPERVISOR: Relocation Coordinator or Assistant

SECOND LINE SUPERVISOR: ACS Volunteer Supervisor

GOAL/OBJECTIVE: To provide information to help newly arriving military spouses settle into the Fort Riley Community.

DUTIES: Assists Relocation and Information Program Manager with new spouse orientation twice monthly; Organizes and distributes briefing materials; Prepares meeting area as needed; Follows Information and Referral and Relocation SOP; Work may involve light physical work to include setting up and putting away tables and chairs; Volunteer may also be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteer may be requested to assist during non-duty (evenings and weekends) hours, however this is not mandatory.

TIME/DRIVING REQUIREMENT: 20 hours weekly to include some nights and weekends; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

QUALIFICATIONS: Strong oral communication skills; Pleasant disposition; Strong organizational skills.

TRAINING REQUIRED: Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.